



# GOVERNOR'S OFFICE OF **ENERGY** DEVELOPMENT

*Advancing Utah's Energy Future*

## Solar Tax Credit Application Guide

# How to Apply for a Solar Rooftop Tax Credit

As a homeowner, you have two choices when applying for the tax credit:

1. Ask your solar contractor to submit an application on your behalf
- OR
2. Complete the application yourself

If you decide to complete the application yourself, here is a **brief summary** of how to complete the application yourself (step-by-step instructions are available on the following pages):

1. Create an online account through the application website (<https://oed.fluidreview.com/a/>).
2. Collect these 4 documents to upload with your application:
  - a. A net metering agreement with your local utility (also known as a contract between you, the homeowner, and your local electrical utility provider, such as Rocky Mountain Power, that states any extra electricity generated from your array will be placed on to the utility's electricity grid), which must be **signed by both parties**
  - b. A schematic of the solar system (a schematic is a drawn representation of your system – also known as a diagram, blueprint, or CADD file)
  - c. Final invoice for the solar array
  - d. Photos of the installed solar panels, inverter, and meter/disconnect box.
3. Create a new application in <https://oed.fluidreview.com/a/>. Carefully read and respond to the questions, and upload documents (preferably in PDF format).
4. Submit your application through <https://oed.fluidreview.com/a/>.
5. Allow 4 to 6 weeks to process.
6. If your application is accepted, you will receive a TC-40E form by email from [energytaxcredits@utah.gov](mailto:energytaxcredits@utah.gov).
  - a. The form will be sent to the email address you used to create your account.
  - b. Please check your spam folder before contacting [energytaxcredits@utah.gov](mailto:energytaxcredits@utah.gov) about your application.
7. When filing your taxes:
  - a. You must file for the tax credit the year you installed your system.
  - b. You must select the Item 21, the “Renewable residential energy systems credit,” in Part 4 of the Utah State tax form. **Do not select “Qualifying solar project credit.”** This is incorrect and you may be subject to a tax audit.

**The TC-40E form is for your records and does not need to be submitted with your tax documents.**

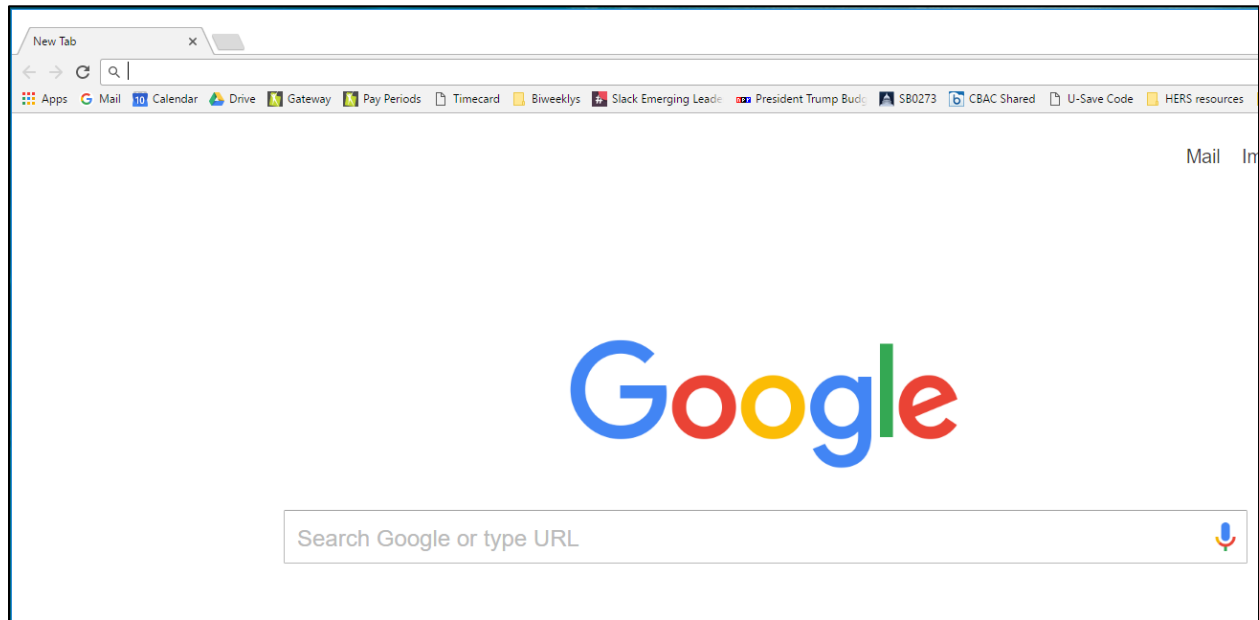
The following pages provide step-by-step instructions for creating an account and submitting your application.



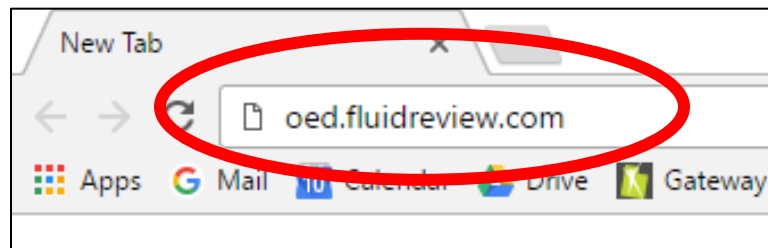
# Step-by-Step Process for Submitting Your Application

## STEP 1. Create an Online Account


Open a new page in your web browser:



Select the URL box and type in [oed.fluidreview.com](http://oed.fluidreview.com) to access the website:



You will be taken to the start page. Select “Sign Up” to create a new account:



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Help

Welcome to the Governor's Office of Energy Development's Tax Credit Application Portal

**To get started and to fill out a Solar PV application, create an account (Sign Up button).**

**Renewable Energy Systems Tax Credit - Solar PV**  
Solar Photovoltaic (Solar PV) applications (both residential and commercial) are filled out through this portal.

For wind, geothermal heat pump, and solar-thermal systems, the application is in paper/digital form found at the link below. Learn more about Utah's Renewable Energy Systems Tax Credit at [energy.utah.gov](http://energy.utah.gov). Frequently Asked Question about the Solar PV tax credit ([FAQ](#))

**High Cost Infrastructure Tax Credit (HCITC)**  
The HCITC is a non-refundable tax incentive designed to boost investment in qualifying infrastructure projects that will benefit the state through the construction of new infrastructure or through the expansion of existing infrastructure.

Learn more about Utah's HCITC at [energy.utah.gov/hcitic/](http://energy.utah.gov/hcitic/) or by contacting Dan Royal, Incentives Manager, at 801-538-8729 or [droyal@utah.gov](mailto:droyal@utah.gov).

Sign In

Email:

Password:

[Trouble Signing In?](#)

Need An Account?



Fill out the registration page with your contact information. Select the arrow next to “Category” to open the drop box menu and select “Solar Photovoltaic Applicants.” Select “Register” to complete your registration:

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**Ready to go?**

We just need a bit more information from you before you can start.  
Once you sign up, you will need to check your email for an account activation link. You should receive the email within a couple of minutes. Make sure to type your email correctly!  
If you already have an account, you can log in here.

First name:

Last name:

Email:

Create a password:

Confirm your password:

Category

Timezone


By registering, you agree to receive email communications from us. You may unsubscribe at any time.

A message to activate your account will be sent to the email address you provided. Please check your email (and spam folder) for a message from [noreply@fluidreview.com](mailto:noreply@fluidreview.com). Click the link to activate your account.

**Confirm registration for oed.fluidreview.com**

**FluidReview** <noreply@fluidreview.com>  
To: energytaxcredits@utah.gov

Mon, Apr 10, 2017 at 3:36 PM



**GOVERNOR'S OFFICE OF  
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Hi John Smith,

You have registered for an account at oed.fluidreview.com.

Please click here to confirm that you registered for an account with the following details: <http://oed.fluidreview.com/cfm/e86eaebbc341cadd545e29bac13f8536/?next=%2F>

If the link above is not active, you can also copy/paste the following URL into your addressbar: <http://oed.fluidreview.com/cfm/e86eaebbc341cadd545e29bac13f8536/?next=%2F>



## STEP 2. Create a New Application

Click on the link sent to your email. It will take you to the website to start a new application. Click the arrow next to “Category” and select “Solar Photovoltaic Applicants”:

The screenshot shows a web browser window with the URL <https://oed.fluidreview.com/a/>. The page is titled "GOVERNOR'S OFFICE OF ENERGY DEVELOPMENT" with the tagline "Advancing Utah's Energy Future". The user is logged in as "John Smith". The page displays a "Create a new application?" section with a "Category:" dropdown menu. A red circle highlights the dropdown menu, and another red circle highlights the "Solar Photovoltaic Applicants" option.

Home Applications

Hi, John  
You haven't submitted anything yet.

Create a new application?  
Please fill any of the necessary information shown below (if applicable) to get started.

Category:

[Get Started](#)

Home Applications

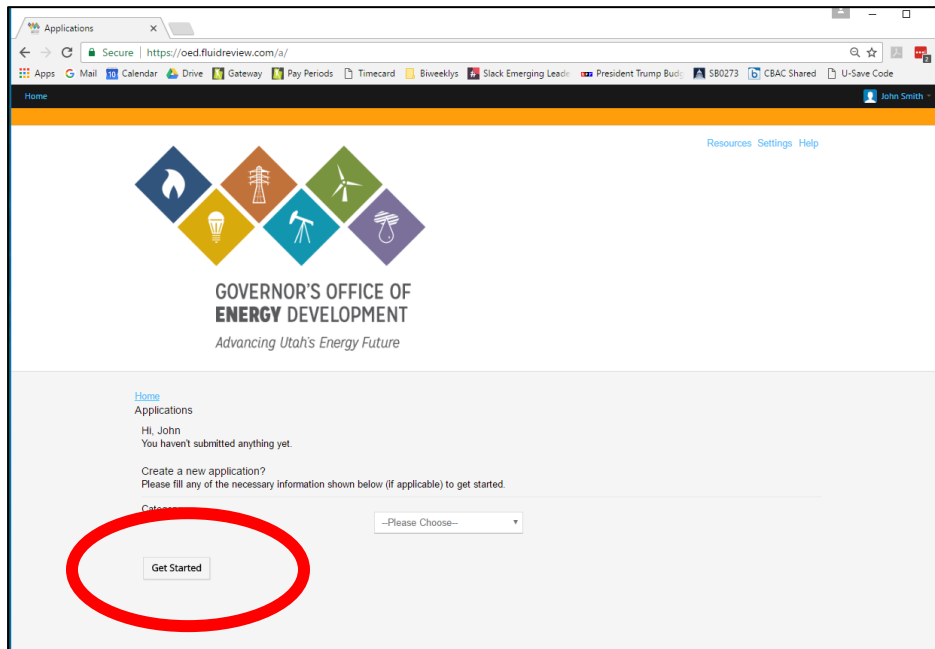
Hi, John  
You haven't submitted anything yet.

Create a new application?  
Please fill any of the necessary information shown below (if applicable) to get started.

Category:


[Get Started](#)

Select “Get Started”:





You will be taken to a new page to complete your application. Select “Start” to start your application:



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Resources Settings Help

Your application has been created. ✕

[Home](#) [Solar PV Application-09212](#)

Task	Status	Actions
<a href="#">Solar PV Application</a>	INCOMPLETE	<a href="#">Start</a>

Progress

This application is 0.0% complete.  
You still need to:

- [Complete task "Solar PV Application"](#)

✕ Withdraw Application

+ Create Another Application



9

You will be taken to the first page of your application. Select “My name,” provide your full legal name (for tax purposes), email address, phone number, and any other taxpayer’s full legal name (for example, a spouse):

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Solar PV Application

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**UTAH RENEWABLE ENERGY SYSTEMS TAX CREDIT SOLAR PV Application** 0%

**1. Are you applying for a tax credit to be issued in your name or someone else?**

☒ My name ☐ Someone else or Business

**Your information**

Legal name: John Smith

Email: energytaxcredits@utah.gov

Phone number: 801-000-0000

Additional Taxpayer's Name (If Applicable): N/A

Save & Continue Next

Select “Next” to move to page 2 of your application:

**1. Are you applying for a tax credit to be issued in your name or someone else?**

☒ My name ☐ Someone else or Business

**Your information**

Legal name: John Smith

Email: energytaxcredits@utah.gov

Phone number: 801-000-0000

Additional Taxpayer's Name (If Applicable): N/A

Save & Continue Next



If you need to leave the website for any reason, select “Save & Continue” before exiting:

[Home](#) [Solar PV Application-09213](#) [Solar PV Application](#)

[Back](#)

Solar PV Application

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**UTAH RENEWABLE ENERGY SYSTEMS TAX CREDIT SOLAR PV Application** 0%

**1. Are you applying for a tax credit to be issued in your name or someone else?**

☒ My name ☐ Someone else or Business

**Your information**

Legal name	<input type="text" value="John Smith"/>
Email	<input type="text" value="energytaxcredits@utah.gov"/>
Phone number	<input type="text" value="801-000-0000"/>
Additional Taxpayer's Name (If Applicable)	<input type="text" value="N/A"/>

[Save & Continue](#) [Next](#)

On page 2 of your application, select your location (the example here shows a Street Address). Provide your full street address. Select the building or structure type (the photo here shows an example with a Residential unit). Select “Next” to move to page 3 of your application:

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UTAH RENEWABLE ENERGY SYSTEMS TAX CREDIT SOLAR PV Application 100%

### 2. Location

The Solar PV system is installed at a location with a

☒ Street Address

☐ GPS or Township and Range Coordinates

Disclaimer: System Location MUST be in Utah

Street

City

State

Zip Code

**The building or structure where the Solar PV system is installed is**

☒ a. Residential unit: a house, condominium, apartment, or similar dwelling for a person or persons. It is not a vehicle such as a motorhome, RV, or watercraft.

☐ b. Commercial building: a building or structure that a business entity uses to transact its business. It is not a vehicle such as a motorhome, RV, or watercraft.

☐ c. A vehicle such as a motorhome, RV, or watercraft

[Back](#) [Save & Continue](#) [Next](#)



Select “Yes” or “No” if a tax credit has been issued for any renewable energy system at this location. Note: this program offers a one-time only tax credit. Select “Next” to move to page 4 of your application:

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UTAH RENEWABLE ENERGY SYSTEMS TAX CREDIT SOLAR PV Application

20%

Has a tax credit been issued in the past for ANY renewable energy system installed at this location?

☐ Yes ☒ No

Back Save & Continue **Next**

Select “Yes” or “No” if the solar PV system is connected to your local utility grid. Note: systems must be grid connected if the location is within the service territory of Rocky Mountain Power or a municipal power provider (for example, Provo City Power):

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UTAH RENEWABLE ENERGY SYSTEMS TAX CREDIT SOLAR PV Application

30%

**4. The Solar PV system is GRID CONNECTED?**

Note: The system must be grid-connected if installation address is within the service territory of a major utility or municipality power provider.

☒ Yes ☐ No

**UPLOAD YOUR NET METERING AGREEMENT**

Please note: Rocky Mountain Power customers, please make sure that the net metering agreement has been signed and approved by Rocky Mountain Power's representative on page 16.

If you are not sure what this document is or looks like, please visit the Frequently Asked Questions found on the [QED website](#)

[Choose File](#) No file chosen

**Additional Space for Net Metering Agreement (If Needed)**

[Choose File](#) No file chosen

Back Save & Continue **Next**

At this point in the application, you must upload your **signed** net metering agreement. The agreement must be signed by you, the homeowner, and the utility, such as Rocky Mountain Power. Here is an example of a signed net metering agreement:

First Page

(Page 1)

DocuSign Envelope ID: 6E2B2E51-2A29-4B1E-BC08-6D175DCE2B06

Service ID#: [REDACTED] Request #: [REDACTED]

**INTERCONNECTION AND NET METERING SERVICE AGREEMENT FOR NET METERING FACILITY LEVEL 1 INTERCONNECTION 25 KW NAMEPLATE CAPACITY OR SMALLER**

This Interconnection and Net Metering Service Agreement ("Agreement") is made and entered into this 27 day of July, 2016 by and between [REDACTED], an electric customer ("Customer"), and PacifiCorp, dba Rocky Mountain Power ("Rocky Mountain Power"), a Corporation organized and existing under the laws of the State of Oregon. Customer and Rocky Mountain Power each may be referred to as a "Party", or collectively as the "Parties".

**Recitals:**

Whereas, Customer has installed or intends to install a Net Metering Facility qualifying for "Net Metering," Utah Rate Schedule No. 135 ("Schedule 135"), as given in Rocky Mountain Power's currently effective tariff as filed with the Public Service Commission of Utah ("Commission"), on or adjacent to Customer's premises located at [REDACTED], Utah, for the purpose of generating electric energy;

Whereas, Customer represents to Rocky Mountain Power that Customer either owns or leases its Net Metering Facility qualifying for Schedule 135, or meets the exemption requirements set forth in Utah Code § 54-2-1.16(d) because it is a county, municipality, city, town, other political subdivision, local district, special service district, state institution of higher education, school district, charter school, or any entity within the state system of public education; or an entity qualifying as a charitable organization under 26 U.S.C. Sec. 501(c)(3) operated for religious, charitable, or educational purposes that is exempt from federal income tax and able to demonstrate its tax-exempt status;

Whereas, Customer desires to interconnect the Net Metering Facility with Rocky Mountain Power's distribution system consistent with the Application completed by on July 27, 2016, Customer as described in Appendix A ("Application") of this Agreement; and

Whereas, Customer, using its Net Metering Facility, intends to offset part or all of its electrical requirements supplied by Rocky Mountain Power.

Now, therefore, in consideration of and subject to the mutual covenants contained herein, the Parties agree as follows:

Rocky Mountain Power Interconnection and Net Metering Agreement  
Utah Form Ver. 3 - Level 1  
Page 2 of 20

Signature Page

(Page 16)

**10.2 Changes to the Notice Information**

Either Party may change this notice information by giving five (5) business days written notice prior to the effective date of the change.

**10.3 Records**

Rocky Mountain Power will maintain a record of the Net Metering Agreement and related Attachments, if any, for as long as the net metering arrangement is in place. Rocky Mountain Power will provide a copy of these records to Customer within fifteen (15) Business Days if a request is made in writing.

**Article 11. Signatures**

IN WITNESSETH WHEREOF, the Parties have caused the Agreement to be executed by their respective duly authorized representatives.

**For the Customer:**

By: [REDACTED]  
Name: [REDACTED]  
Title: Homeowner  
Date: 7/27/16

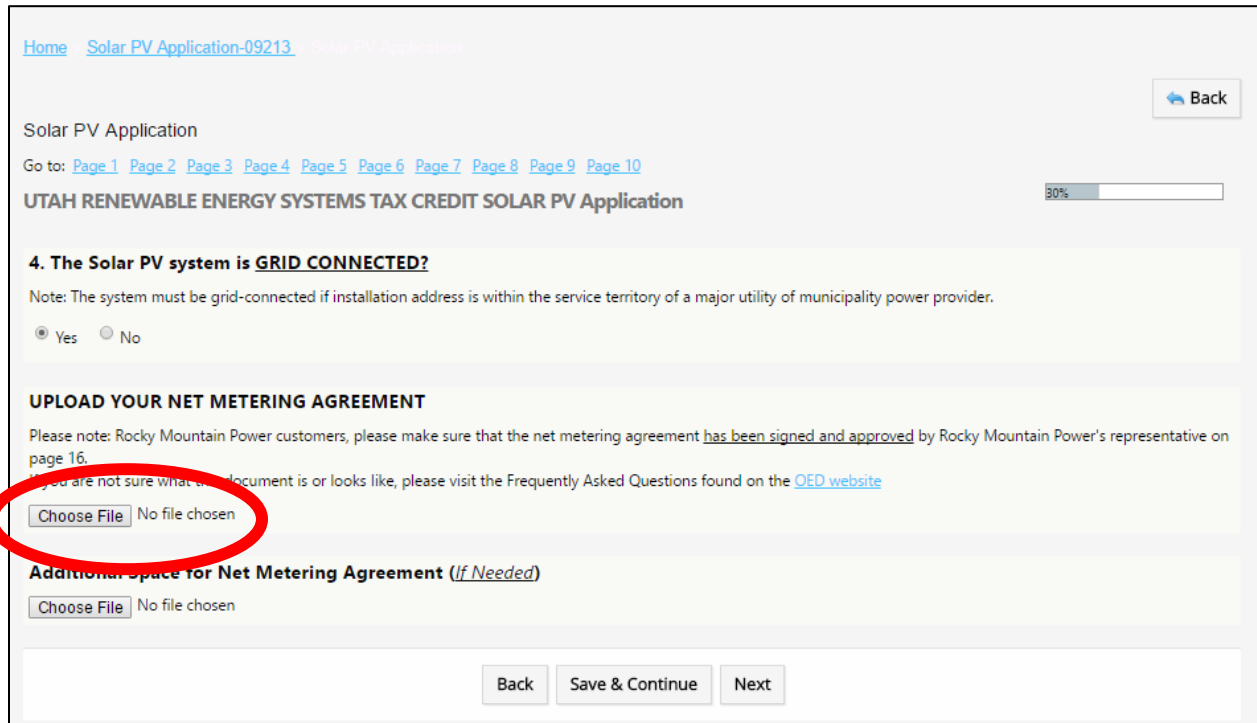
**For Rocky Mountain Power:**

By: Erik Anderson  
Name: Erik Anderson  
Title: Customer Generation Manager  
Date: AUG 15 2016

Rocky Mountain Power Interconnection and Net Metering Agreement  
Utah Form Ver. 3 - Level 1  
Page 16 of 20



To upload your signed net metering agreement, select “Choose File”:



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UTAH RENEWABLE ENERGY SYSTEMS TAX CREDIT SOLAR PV Application 80%

**4. The Solar PV system is GRID CONNECTED?**

Note: The system must be grid-connected if installation address is within the service territory of a major utility or municipality power provider.

☒ Yes ☐ No

**UPLOAD YOUR NET METERING AGREEMENT**

Please note: Rocky Mountain Power customers, please make sure that the net metering agreement has been signed and approved by Rocky Mountain Power's representative on page 16.

If you are not sure what the document is or looks like, please visit the Frequently Asked Questions found on the [OED website](#)

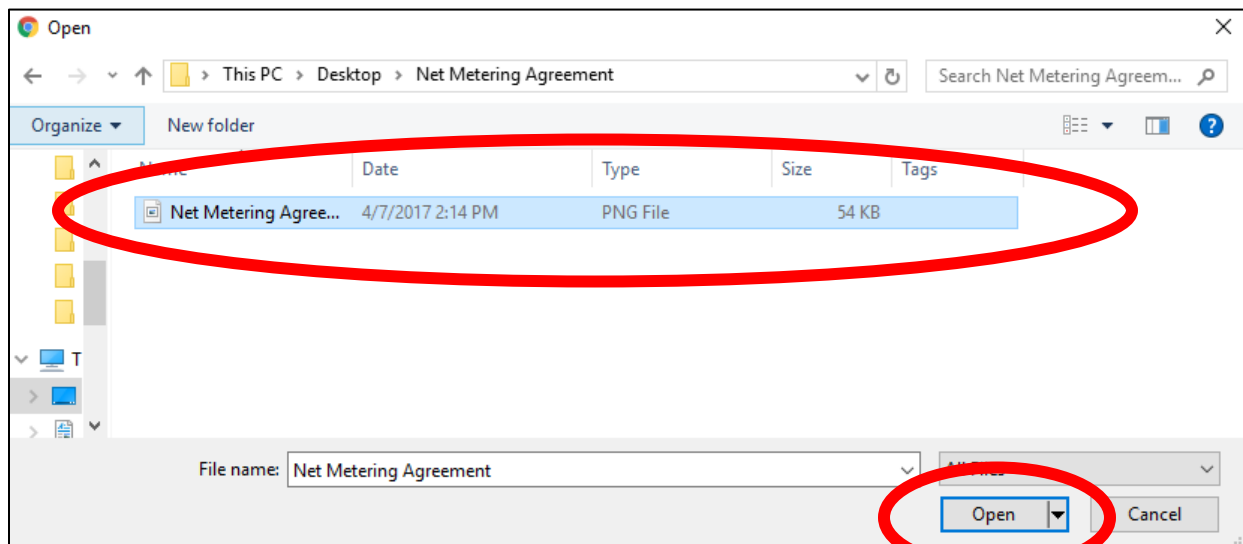
**Choose File** No file chosen

**Additional Space for Net Metering Agreement (If Needed)**

**Choose File** No file chosen

Back Save & Continue Next

Select the file to upload and select “Open”:



If uploaded correctly, you will see a portion of the file name next to “Choose File.” Select “Next” to move to Page 5 of your application:

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**UTAH RENEWABLE ENERGY SYSTEMS TAX CREDIT SOLAR PV Application** 30%

**4. The Solar PV system is GRID CONNECTED?**

Note: The system must be grid-connected if installation address is within the service territory of a major utility or municipality power provider.

☒ Yes ☐ No

**UPLOAD YOUR NET METERING AGREEMENT**

Please note: Rocky Mountain Power customers, please make sure that the net metering agreement has been signed and approved by Rocky Mountain Power's representative on page 16.  
If you are not sure what this document is or looks like, please visit the Frequently Asked Questions found on the [OED website](#)

[Choose File](#) Net Meteri...reement.PNG

**Additional Space for Net Metering Agreement (If Needed)**


[Choose File](#) No file chosen

[Back](#) [Save & Continue](#) [Next](#)





At this point in the application, you must upload your invoice. Here is an example of an acceptable invoice, note that the eligible cost is \$29006:



**CREATIVE ENERGIES**  
PO Box 1777, Lander, WY 82520

## Invoice

Date	Invoice #
11/6/2016	[REDACTED]

**PAID**  
11/15/2016

Bill To

P.O. No.	Terms
9.3kW System	Due on receipt

Item	Description	Contracted Amt	Previously Invoiced	Current Amt Invoiced
GTS	Grid-Tied Solar Electric Power System	30,291.00	15,146.00	15,145.00
GTS	Change Order #1	-1,285.00		-1,285.00
	~~~~~ CHANGE ORDER #1 ~~~~~ October 10, 2016 > Added 1 GTS. (-\$1,285.00) Total change to estimate -\$1,285.00 Eguage swap for consumption monitoring ~~~~~			
All work is complete! Contracted System Paid in Full.			<b>Total</b>	\$13,860.00
<div style="border: 1px solid black; padding: 5px; width: fit-content;">           Please remit to: Creative Energies LLC            PO Box 1777            Lander, WY 82520         </div>			<b>Payments/Credits</b>	-\$13,860.00
			<b>Amount Due</b>	\$0.00

Type in the total eligible cost as reported on the invoice **rounded up to the nearest whole dollar amount**. The following costs are eligible for this tax credit: solar PV module(s), inverter(s), motors and other elements of a tracking array, mounting hardware, wiring and disconnects from modules to the inverter and from the inverter to the point of interconnection with the AC panel(s), lightning arrestors, and labor, installation, and inspection. **Do not include commas, decimal points, or cents.**

Select “Yes” or “No” if your system includes batteries. Select “Yes” or “No” if you received a grant or rebate for the system. If you received a grant, you simply need to provide how much you received in grant funds and who gave you the grant.

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### Solar PV Application

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#### UTAH RENEWABLE ENERGY SYSTEMS TAX CREDIT SOLAR PV Application

40%

##### 5. What is the eligible cost?

Eligible cost may include:  
Solar PV module(s);  
Inverter(s);  
Motors and other elements of a tracking array;  
Mounting hardware;  
Wiring and disconnects from modules to the inverter and from the inverter to the point of interconnection with the AC panel(s);  
Lightning arrestors;  
Labor, installation, and inspection

Note: **BATTERIES CAN NOT BE INCLUDED AS PART OF THE ELIGIBLE COST UNLESS THE SYSTEM IS NOT GRID TIED** i.e. Cabins not located within the service territory of a major utility or municipality power provider

Please visit the [Frequently Asked Questions](#) for more details.

What is the Eligible System Cost? \*\*\*Do not include commas or decimal points or cents\*\*\*

13860

##### Does the Solar PV system include batteries?

Remember: Batteries can not be included in the eligible cost of the Solar PV system unless the system is not grid tied.

☐ Yes

☒ No

##### Did you receive a grant or rebate?

Remember: DO NOT include the federal tax incentive for solar.

☐ Yes

☒ No

##### UPLOAD SYSTEM COST INVOICE OR RECEIPTS

[Choose File](#) No file chosen

[Back](#) [Save & Continue](#) [Next](#)



To upload your invoice, select “Choose File”:

The screenshot shows a web application titled "Solar PV Application" with a "Back" button in the top right. Below the title are links for "Page 1" through "Page 10". The main heading is "UTAH RENEWABLE ENERGY SYSTEMS TAX CREDIT SOLAR PV Application".

**5. What is the eligible cost?**  
Eligible cost may include:  
Solar PV module(s);  
Inverter(s);  
Motors and other elements of a tracking array;  
Mounting hardware;  
Wiring and disconnects from modules to the inverter and from the inverter to the point of interconnection with the AC panel(s);  
Lightning arrestors;  
Labor, installation, and inspection

Note: **BATTERIES CAN NOT BE INCLUDED AS PART OF THE ELIGIBLE COST UNLESS THE SYSTEM IS NOT GRID TIED** (i.e. Cabins not located within the service territory of a major utility or municipality power provider)

Please visit the Frequently Asked Questions for more details.

What is the Eligible System Cost? \*\*\*Do not include commas or decimal points or cents\*\*\*  
13860

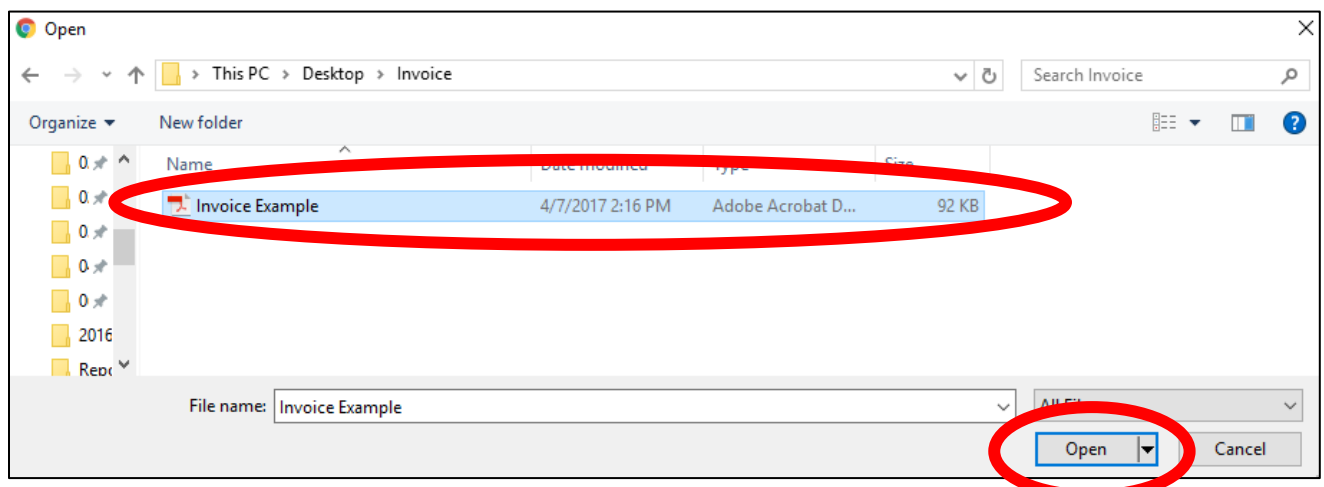
**Does the Solar PV system include batteries?**  
Reminder: Batteries can not be included in the eligible cost of the Solar PV system unless the system is not grid tied.  
☐ Yes  
☒ No

**Did you receive a grant or rebate?**  
Note: DO NOT include the federal tax incentive for solar.  
☐ Yes  
☒ No

**UPLOAD SYSTEM COST INVOICE OR RECEIPTS**  
 No file chosen

At the bottom are buttons for "Back", "Save & Continue", and "Next".

Select the file to upload and select “Open”:



If uploaded correctly, you will see a portion of the file name next to “Choose File.” Select “Next” to move to Page 6 of your application:

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UTAH RENEWABLE ENERGY SYSTEMS TAX CREDIT SOLAR PV Application 40%

### 5. What is the eligible cost?

Eligible cost may include:

- Solar PV module(s);
- Inverter(s);
- Motors and other elements of a tracking array;
- Mounting hardware;
- Wiring and disconnects from modules to the inverter and from the inverter to the point of interconnection with the AC panel(s);
- Lightning arrestors;
- Labor, installation, and inspection

Note: BATTERIES CAN NOT BE INCLUDED AS PART OF THE ELIGIBLE COST UNLESS THE SYSTEM IS NOT GRID TIED i.e. Cabins not located within the service territory of a major utility or municipality power provider

Please visit the Frequently Asked Questions for more details.

What is the Eligible System Cost? **\*\*\*Do not include commas or decimal points or cents\*\*\***

### Does the Solar PV system include batteries?

Reminder: Batteries can not be included in the eligible cost of the Solar PV system unless the system is not grid tied.

☐ Yes

☒ No

### Did you receive a grant or rebate?

Note: DO NOT include the federal tax incentive for solar.

☐ Yes

☒ No

### UPLOAD SYSTEM COST INVOICE OR RECEIPTS

Invoice Example.pdf



Type in how many watts your solar PV system can produce. This information can be found in the schematic of your solar system (also known as a CADD or diagram). Most solar systems are described in kilowatts capacity; to convert a solar system from kilowatts to watts, multiple the size of the system by 1,000.

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UTAH RENEWABLE ENERGY SYSTEMS TAX CREDIT SOLAR PV Application

60%

**6. What is the Solar PV system output capacity? (in Watts)**  
Do not enter Kilowatts. Convert Kilowatts to Watts (1000 Watts = 1 Kilowatt)

Watts

**7. ENTER THE TYPE OF PV MODULE(S) INSTALLED**

a. MAKE

b. MODEL

**8. ENTER THE TYPE OF INVERTER INSTALLED**

a. MAKE

b. MODEL

**9. Please certify that the PV MODULE(S) and INVERTERS are listed as eligible EQUIPMENT under the California Solar Initiative Program**  
[http://www.qosolarcalifornia.org/links/equipment\\_links.php](http://www.qosolarcalifornia.org/links/equipment_links.php)

☒ Yes ☐ No

Convert System Size from Kilowatt to Watt

Example:

$$9.3 \text{ (kilowatts)} * 1000 = 9,300 \text{ (watts)}$$



Type in the make and model of the solar PV module. Type in the make and model of the inverter. This information can also be found in the schematic of your solar system.

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UTAH RENEWABLE ENERGY SYSTEMS TAX CREDIT SOLAR PV Application 50%

**6. What is the Solar PV system output capacity? (in Watts)**  
Do not enter Kilowatts. Convert to Watts if needed (1000 Watts = 1 Kilowatt)

Watts

**7. ENTER THE TYPE OF PV MODULE(S) INSTALLED**

a. MAKE

b. MODEL

**8. ENTER THE TYPE OF INVERTER INSTALLED**

a. MAKE

b. MODEL

**9. Please certify that the PV MODULE(S) and INVERTERS are listed as eligible EQUIPMENT under the California Solar Initiative Program**  
[http://www.qosolarcalifornia.org/links/equipment\\_links.php](http://www.qosolarcalifornia.org/links/equipment_links.php)

☒ Yes ☐ No

[Back](#) [Save & Continue](#) [Next](#)



Indicate whether the solar PV module and inverters are listed as eligible equipment under the California Solar Initiative Program. This information can be found at: [http://www.gosolarcalifornia.org/links/equipment\\_links.php](http://www.gosolarcalifornia.org/links/equipment_links.php).

Select “Next” to move to Page 7 of your application:

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UTAH RENEWABLE ENERGY SYSTEMS TAX CREDIT SOLAR PV Application

60%

**6. What is the Solar PV system output capacity? (in Watts)**  
Do not enter Kilowatts. Convert to Watts if needed (1000 Watts = 1 Kilowatt)

Watts

**7. ENTER THE TYPE OF PV MODULE(S) INSTALLED**

a. MAKE

b. MODEL

**8. ENTER THE TYPE OF INVERTER INSTALLED**

a. MAKE

b. MODEL

**9. Please certify that the PV MODULE(S) and INVERTERS are listed as eligible EQUIPMENT under the California Solar Initiative Program**  
[http://www.gosolarcalifornia.org/links/equipment\\_links.php](http://www.gosolarcalifornia.org/links/equipment_links.php)

☒ Yes ☐ No

Back Save & Continue Next

Indicate whether your solar system was installed by a solar contractor. If your solar system was installed by a contractor, provide the solar contractor name and their business license number. You can look up a license number by visiting:

<https://secure.utah.gov/llv/search/index.html>.

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UTAH RENEWABLE ENERGY SYSTEMS TAX CREDIT SOLAR PV Application

60%

**The Solar PV system was installed by a solar contractor**

☒ Yes  
☐ No

**Contractor or Individual who installed the Solar PV system**

Solar Contractor Installer Company Name?

License Number?

**11. Safety Certification**

I certify that the Solar PV system has been certified for safety by one of the following:

- a. A Utah licensed electrical contractor (S200);
- b. A Utah licensed solar photovoltaic contractor (S202);
- c. A licensed contractor who has obtained written approval by the Utah Department of Occupational Licensing for the installation of solar PV systems;
- d. A county or municipal building inspector licensed by the State of Utah.

☒ Yes ☐ No

**12. Siting and Installation Certification**

I certify that that the Solar PV system has been sited and installed appropriately including:

- a. Located such that the solar modules are completely free of shade from trees and other plants, buildings, chimneys, vent pipes, utility poles, and other objects that would reduce system output for at least two-thirds of the daylight hours at the site
- b. Positioned so as to optimize the average annual solar radiation values (kWh/M2/day)
- c. Positioned such that the fixed solar array azimuth shall be oriented within:
  - i. 115 degrees and 245 degrees if the fixed pitch is greater than 35 degrees from horizontal, or
  - ii. 90 degrees and 270 degrees if the fixed pitch is 35 degrees or less from horizontal.

☒ Yes ☐ No

[Back](#) [Save & Continue](#) [Next](#)





Indicate whether your solar PV system has been certified for safety by one of the following and indicate whether your solar PV system has been properly sited and installed. Select “Next” to move to Page 8 of your application:

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UTAH RENEWABLE ENERGY SYSTEMS TAX CREDIT SOLAR PV Application 60%

**The Solar PV system was installed by a solar contractor**

☒ Yes  
☐ No

**Contractor or Individual who installed the Solar PV system**

Solar Contractor Installer Company Name?

License Number?

**11. Safety Certification**

I certify that the Solar PV system has been certified for safety by one of the following:

- a. A Utah licensed electrical contractor (S200);
- b. A Utah licensed solar photovoltaic contractor (S202);
- c. A licensed contractor who has obtained written approval by the Utah Department of Occupational Licensing for the installation of solar PV systems;
- d. A county or municipal building inspector licensed by the State of Utah.

☒ Yes ☐ No

**12. Siting and Installation Certification**

I certify that that the Solar PV system has been sited and installed appropriately including:

- a. Located such that the solar modules are completely free of shade from trees and other plants, buildings, chimneys, vent pipes, utility poles, and other objects that would reduce system output for at least two-thirds of the daylight hours at the site
- b. Positioned so as to optimize the average annual solar radiation values (kWh/M2/day)
- c. Positioned such that the fixed solar array azimuth shall be oriented within:
  - i. 115 degrees and 245 degrees if the fixed pitch is greater than 35 degrees from horizontal, or
  - ii. 90 degrees and 270 degrees if the fixed pitch is 35 degrees or less from horizontal.

☒ Yes ☐ No

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Type in the date your solar PV system was installed using the following month, day, year format – MM/DD/YYYY. Select “Next” to move to Page 9 of your application:

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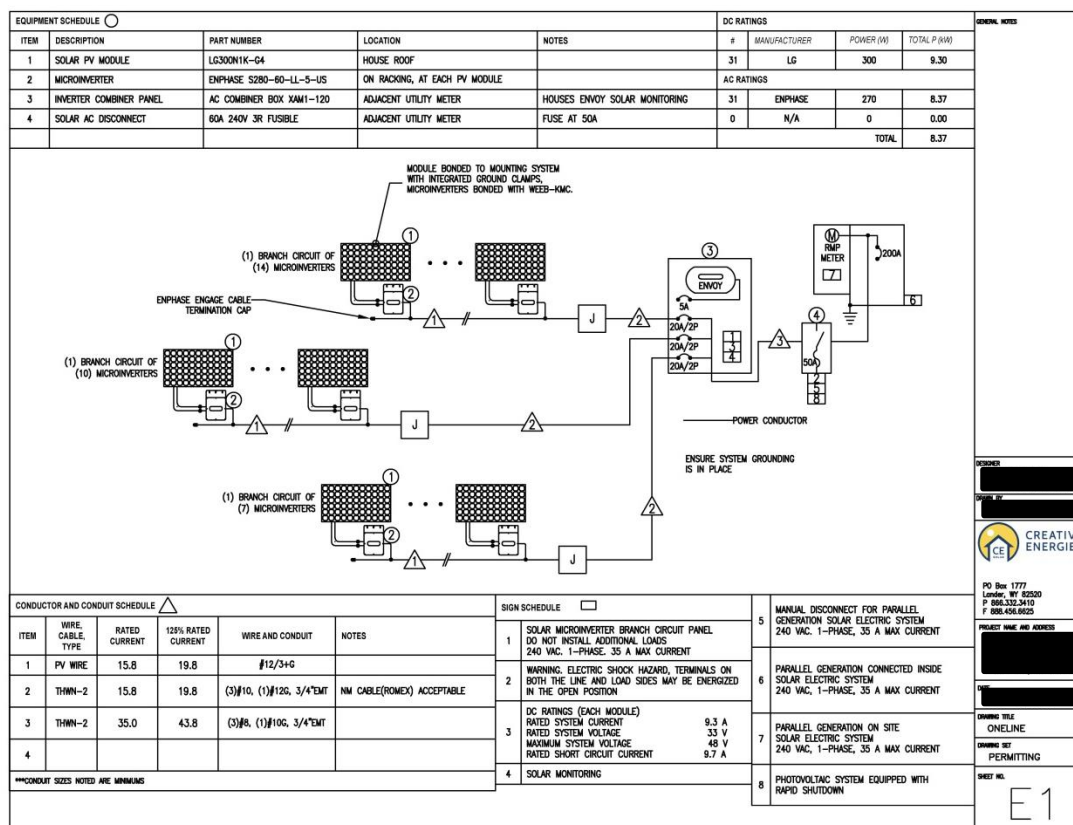
UTAH RENEWABLE ENERGY SYSTEMS TAX CREDIT SOLAR PV Application 70%

13. DATE OF COMPLETED INSTALLATION: (this date will determine the calendar year in which the credit will be issued. THIS IS NOT THE NET METERING AGREEMENT DATE).

06/01/2016

Back Save & Continue Next

At this point in the application you will need to upload your schematic (also known as a CADD design or diagram). An example schematic is provided here:



To upload your schematic, select “Choose File”:

The screenshot shows a web application interface for a solar PV application. At the top, there are navigation links: Home, Solar PV Application-09213, and Solar PV Application. A 'Back' button is in the top right. Below the title 'Solar PV Application', there is a 'Go to:' section with links for Page 1 through Page 10. A progress bar indicates 80% completion. The main heading is 'UTAH RENEWABLE ENERGY SYSTEMS TAX CREDIT SOLAR PV Application'. Step 14 is titled '\*\*UPLOAD SCHEMATICS\*\*'. Below this, a text box explains: 'This can be a diagram of how the system is laid out, a CAD one line, a blueprint, or hand drawn configuration.' A red circle highlights the 'Choose File' button. Below this, a question asks: 'Do you have one file that contains all pictures on/in it?'. The text below the question states: 'Pictures of installed solar panels, inverter, and meter/disconnect box are Required'. There are two radio button options: 'Yes, I have one file that contains all required pictures' and 'No, I have separate files for individual pictures.' At the bottom, there are three buttons: 'Back', 'Save & Continue', and 'Next'.

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UTAH RENEWABLE ENERGY SYSTEMS TAX CREDIT SOLAR PV Application

80%

**14. \*\*UPLOAD SCHEMATICS\*\***

This can be a diagram of how the system is laid out, a CAD one line, a blueprint, or hand drawn configuration.

**Choose File** No file chosen

**Do you have one file that contains all pictures on/in it?**

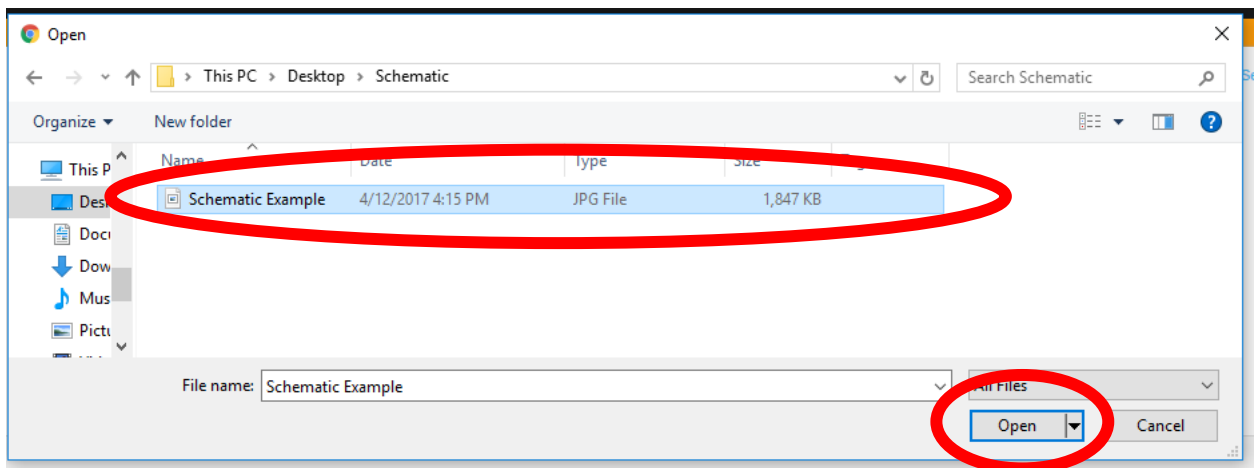
Pictures of installed solar panels, inverter, and meter/disconnect box are Required

☐ Yes, I have one file that contains all required pictures

☐ No, I have separate files for individual pictures.

Back Save & Continue Next

Select the file to upload and select “Open”:



If uploaded correctly, you will see a portion of the file name next to “Choose File.”

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UTAH RENEWABLE ENERGY SYSTEMS TAX CREDIT SOLAR PV Application 80%

**14. \*\*UPLOAD SCHEMATICS\*\***

This can be a diagram of how the system is laid out, a CAD one line, a blueprint, or hand drawn configuration.

Choose File Schematic Example.jpg

**Do you have one file that contains all pictures on/in it?**

Pictures of installed solar panels, inverter, and meter/disconnect box are Required

☐ Yes, I have one file that contains all required pictures

☐ No, I have separate files for individual pictures.

Back Save & Continue Next

Indicate whether you have one file or multiple, separate files of pictures. Submit pictures of your installed solar panels, inverter, and meter/disconnect box. The example here shows how to upload multiple, separate files of pictures.

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UTAH RENEWABLE ENERGY SYSTEMS TAX CREDIT SOLAR PV Application 80%

**14. \*\*UPLOAD SCHEMATICS\*\***

This can be a diagram of how the system is laid out, a CAD one line, a blueprint, or hand drawn configuration.

Choose File Schematic Example.jpg

**Do you have one file that contains all pictures on/in it?**

Pictures of installed solar panels, inverter, and meter/disconnect box are Required

☐ Yes, I have one file that contains all required pictures

☒ No, I have separate files for individual pictures.

**15. \*\*UPLOAD PICTURES\*\***

Please include pictures of the solar panels, the inverter, and the disconnect meter box.

Choose File No file chosen

**\*\*UPLOAD PICTURES\*\***

Additional space to upload pictures

Choose File No file chosen

**\*\*UPLOAD PICTURES\*\***

Additional space to upload pictures.

Choose File No file chosen

Back Save & Continue Next



To upload your photos, select “Choose File”:

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UTAH RENEWABLE ENERGY SYSTEMS TAX CREDIT SOLAR PV Application

80%

**14. \*\*UPLOAD SCHEMATICS\*\***

This can be a diagram of how the system is laid out, a CAD one line, a blueprint, or hand drawn configuration.

[Choose File](#) Schematic Example.jpg

**Do you have one file that contains all pictures on/in it?**

Pictures of installed solar panels, inverter, and meter/disconnect box are Required

☐ Yes, I have one file that contains all required pictures

☒ No, I have separate files for individual pictures.

**15. \*\*UPLOAD PICTURES\*\*\***

Please include pictures of the solar panels, the inverter, and the disconnect meter box.

[Choose File](#) No file chosen

**\*\*UPLOAD PICTURES\*\***

Additional space to upload pictures

[Choose File](#) No file chosen

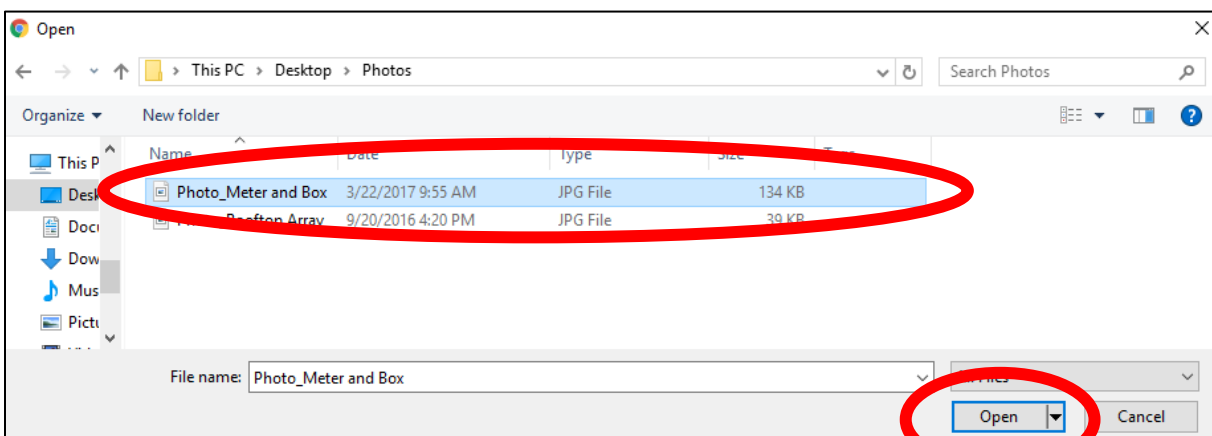
**\*\*UPLOAD PICTURES\*\***

Additional space to upload pictures.

[Choose File](#) No file chosen

Back Save & Continue Next

Select the file to upload and select “Open”:



Repeat process until all files are uploaded.

If uploaded correctly, you will see a portion of the file name next to “Choose File.”

Select “Next” to move to Page 10 of your application:

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UTAH RENEWABLE ENERGY SYSTEMS TAX CREDIT SOLAR PV Application 80%

**14. \*\*UPLOAD SCHEMATICS\*\***

This can be a diagram of how the system is laid out, a CAD one line, a blueprint, or hand drawn configuration.

[Choose File](#) Schematic Example.jpg

**Do you have one file that contains all pictures on/in it?**

Pictures of installed solar panels, inverter, and meter/disconnect box are Required

☐ Yes, I have one file that contains all required pictures

☒ No, I have separate files for individual pictures.

**15. \*\*UPLOAD PICTURES\*\***

Please include pictures of the solar panels, the inverter, and the disconnect meter box.

[Choose File](#) Photo\_Meter and Box.jpg

**\*\*UPLOAD PICTURES\*\***

Additional space to upload pictures

[Choose File](#) Photo\_Rooftop Array.jpg

**\*\*UPLOAD PICTURES\*\***

Additional space to upload pictures.

[Choose File](#) No file chosen

[Back](#) [Save & Continue](#) [Next](#)



Indicate whether all of the information in your application is true and correct to the best of your knowledge. Select “Save & Submit Application” to submit your application for review.

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UTAH RENEWABLE ENERGY SYSTEMS TAX CREDIT SOLAR PV Application 90%

**Certify and Review Application to Submit.**

By clicking the box below and submitting your application, you will no longer be able to edit your application. Please review your application now if needed.

☒ I hereby certify that the information provided in this application is true and correct to the best of my knowledge. I understand that a false statement may disqualify me for a tax credit.

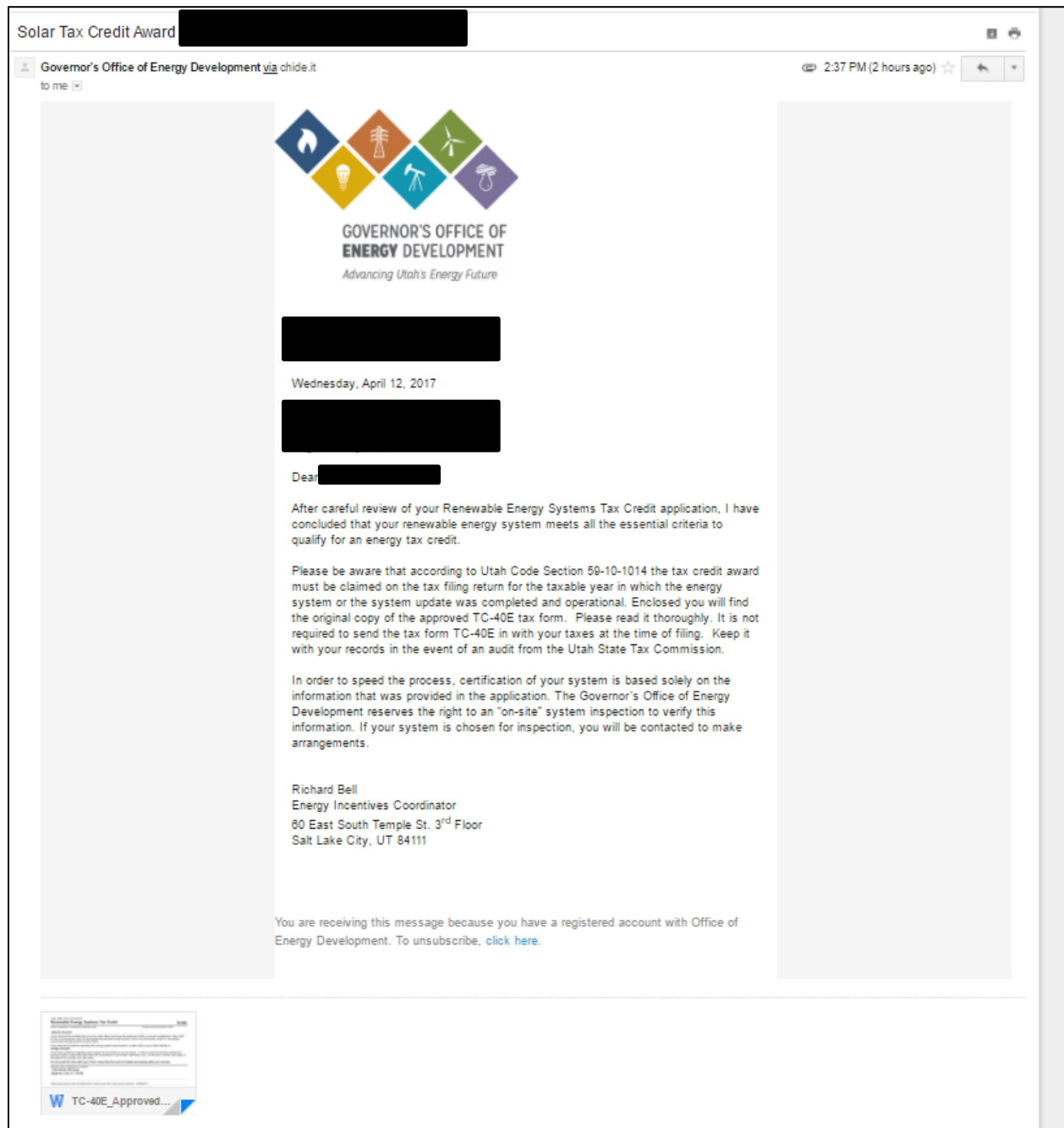
Back Save & Continue **Save & Submit Application**

Congratulations! You have submitted your application.

The average processing time for applications is 4–6 weeks. If approved, you will receive a TC–40E form by email from [energytaxcredits@utah.gov](mailto:energytaxcredits@utah.gov). The form will be sent to the email address you used to create your account and submit an application.

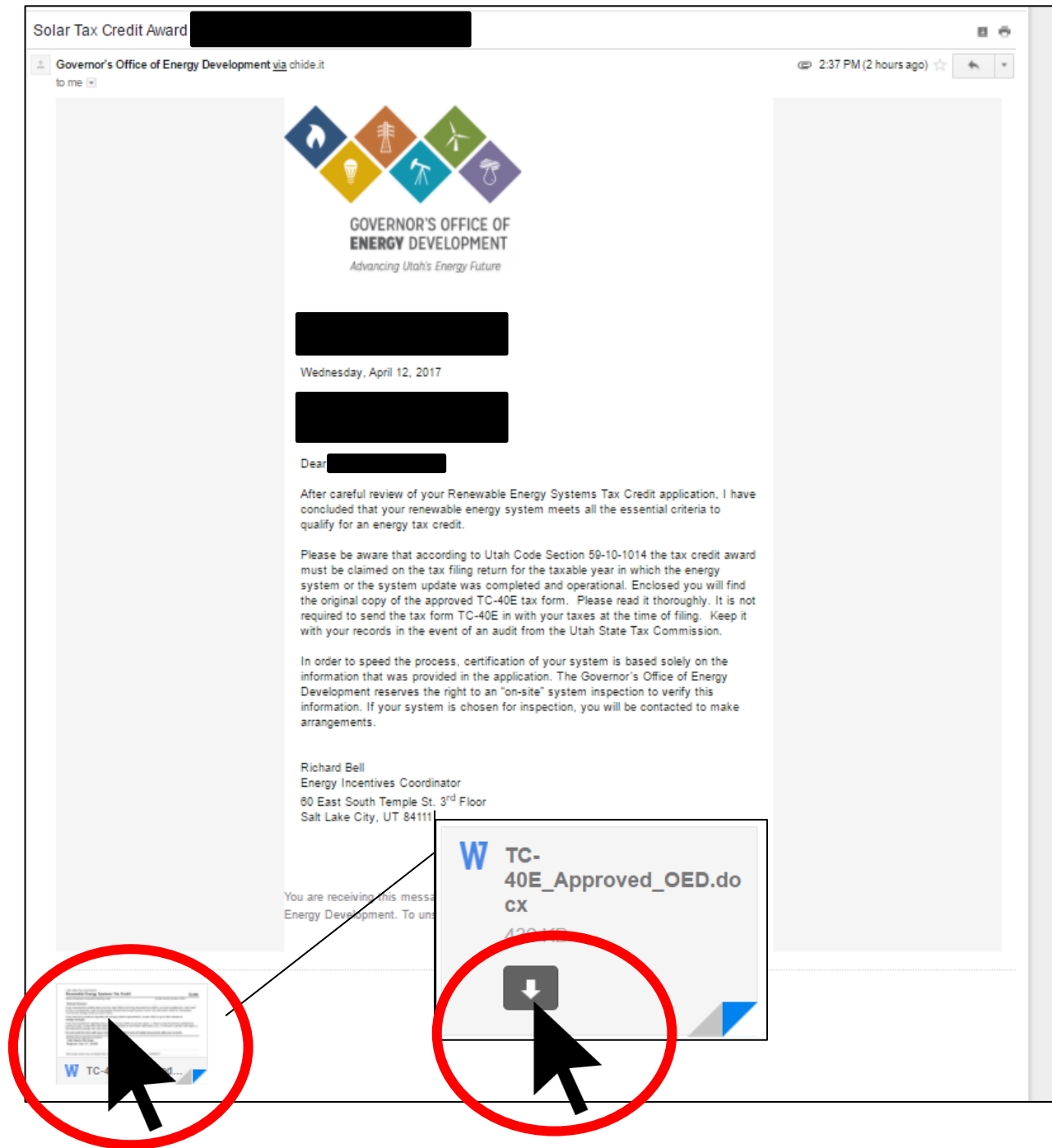
If you do not receive the TC–40E form by email within 6 weeks, please check your spam folder before contacting [energytaxcredits@utah.gov](mailto:energytaxcredits@utah.gov) about your application.

Here is an example of the email you will receive:

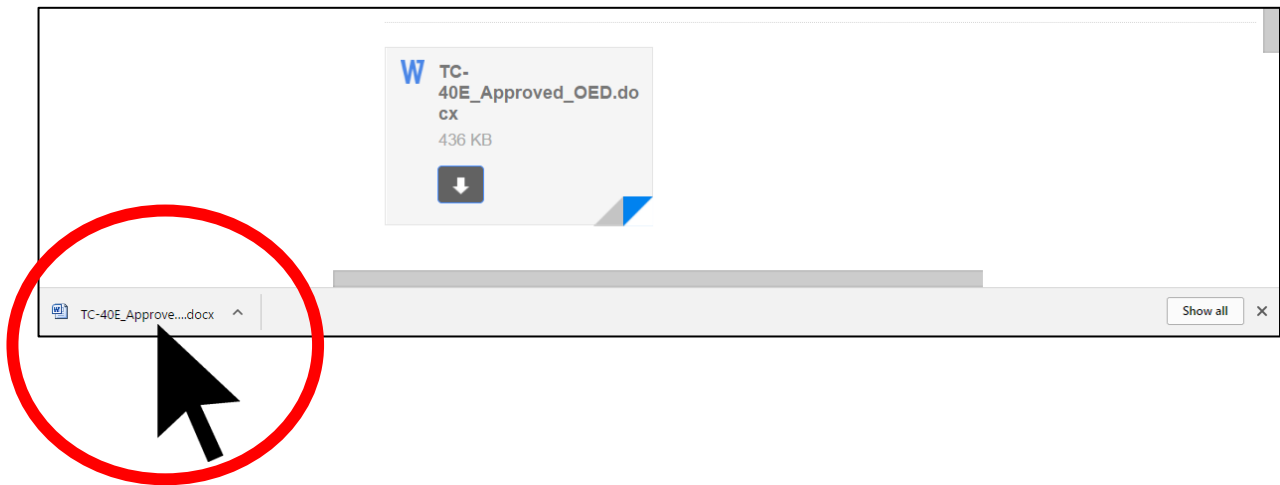




The TC-40E form will be sent as a Word document. To download the form, scroll to the bottom of the email. Hover over the document with your mouse until an arrow appears. Select the arrow to begin downloading.



Once the file has finished downloading, it will appear at the bottom of your web browser window. Select the file to open it.



The TC-40E form is for your records and does not need to be submitted with your tax documents.

